



CALIFORNIA

High-Speed Rail Authority

EMPLOYMENT OPPORTUNITY

TITLE: ADMINISTRATIVE ASSISTANT I

SALARY: \$3,658.00 - \$4,446.00

FINAL FILING DATE: 11/07/11

JOB DESCRIPTION: Under the general direction of the Executive Director and Chief Deputy Director, the Administrative Assistant I, provides assistance to the board. The position requires the incumbent to exercise a high degree of initiative, tact, and the ability to act independently in anticipating problems/needs and highly sensitive documents. The incumbent assist the board in ensuring the efficient operation of the Authority. The Administrative assistant I has the primary responsibility for the timely collection, organization and distribution of material, including agendas, for the monthly meetings of the Authority. Prepares travel reimbursement claims for Authority board members. Maintains official log of Authority meetings and makes official Authority documents and logs available to various parties as directed; attends meetings and transcribes official minutes. The incumbent receives direction from the Executive staff on occasion.

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. Candidates whose eligibility is based on an employment list must submit a copy of their examination results, indicating their test score. All interested applicants must submit a standard State Application Form STD 678 (with original signature), and must clearly indicate the basis of their eligibility in line item number 12 (explanation) of the STD 678.

No faxes or e-mails will be accepted. Only the most qualified candidates will be interviewed. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter.

SEND APPLICATIONS TO: California High-Speed Rail Authority
Attention: Marlene Apicella
770 L Street, Suite 800
Sacramento, CA 95814

A copy of the full duty statement can be requested by email to mapicella@hsr.ca.gov